

# Time Off Requests- Employees



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## Submitting a Time Off Request

- 1 Select **My Time Off Requests** from the **Related Items** pane.
- 2 Select the desired Time Period.
- 3 Click each date(s) on the Calendar to highlight.  
**Best Practice:** Submit multiple requests whenever time off requests span across holidays and/or weekends.
- 4 Select **Time Off Request** from the **Requests** section.

- 5 Date(s) selected from the Calendar populate the **Start Date** and **End Date** fields in the Time Off Request pane. If not, select desired start and end dates.

**Note:** Accruals display based on the Start Date.

- 6 Select the **Pay Code**.

- 7 Select the **Duration**.

**Note:** If **Hours** is selected from the **Duration** list, the **Start Time** and **Length** fields are required. (i.e. Start Time 3p Hours 2). Requests submitted in **Hours** must be in 15 minute increments. The Start Time must also be in increments of 15 minutes.

- 8 The **Notes** field is optional. When fields are complete, select **Draft** to save or **Submit** to submit request to your manager.

A confirmation message will be sent to the employee, once the manager approves the request. Messages may be viewed by selecting **Inbox** from the **Related Items** pane or from the employee's Agency email account, if applicable.

## Cancel a Time Off Request

- 1 Select **My Current Requests** from the **Requests** section.
- 2 Select the request to cancel.
- 3 Select the **Available Action**.
  - **Retract Request** – A request submitted but not approved may be retracted.
  - **Cancel Request** – A request submitted and approved by manager may be cancelled. Manager must approve cancellation.
- 4 Select the **Apply** button.

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## Submitting a Time Off Request, Option 2

A second option for submitting a Time Off Request is available from the **My Calendar** widget.

The screenshot shows the 'Employee Workspace' header with a 'My Calendar' widget. Below the header, there's a 'Current Pay Period' dropdown and a calendar view for 'June 22 - 28, 2014'. A 'Request Time Off' button is highlighted with a red box. Below the calendar, there's a table with columns for days of the week: Sun 6/22, Mon 6/23, Tue 6/24, Wed 6/25, Thu 6/26, Fri 6/27, and Sat 6/28.

- 1 Select the desired Time Period from the drop-down or the Range of Date icon .
- 2 Select the **Request Time Off** button.
- 3 The **Request Time Off** pane displays. Enter the desired **Start date** and **End date** fields.

**Note:** Accrual balances display as of the **Start Date**.

- 4 Select the desired **Pay code** from the drop down.
- 5 Select the **Duration**. If **Hours** is selected from the **Duration** list, the **Start Time** and **Length** fields are required. (i.e. Start Time 3p Hours 2). **Note:** Requests submitted in **Hours** must be in 15 minute increments. The Start Time must also be in increments of 15 minutes.
- 6 When fields are complete, select **Draft** to save or **Submit** to submit request to your manager. The **Notes** field is optional.

The 'Request Time Off' pane shows a 'Type' dropdown set to 'Time Off Request'. Below it, there's a table with columns: Start date, End date, Pay code, Duration, Start time, and Length. The 'Start date' and 'End date' fields are populated with '12/03/2013'. The 'Pay code' is 'ANNUAL ...' and the 'Duration' is 'Full day'. Below this table, there's a section for 'Accruals on' with a date '12/03/2013'. A table lists accrual types and their balances: ANNUAL LEAVE (67:40 Hour), BEREAVEMENT OWED (0:00 Hour), COMP OVERTIME (0:00 Hour), COMP TIME EARNED (0:00 Hour), ESCROW SICK LEAVE (0:00 Hour), and EXCESS ANNUAL LEAVE (0:00 Hour). At the bottom, there's a 'Notes (Optional)' text area and three buttons: 'Draft', 'Submit', and 'Cancel'.

A confirmation message will be sent to the employee, once the manager approves the request. Messages may be viewed by selecting **My Inbox** from the **Related Items** pane from the employee's Agency email account, if applicable.

Current requests may be reviewed on **My Time Off Requests** on the **Related Items** pane.

## Cancel a Time Off Request

- 1 Click the time off request in the calendar.
- 2 Select the **Available Action**.
  - **Retract Request** – A request submitted but not approved may be retracted.
  - **Cancel Request** – A request submitted and approved by manager may be cancelled. Manager must approve cancellation.
- 3 Select the **Submit** button.